



APPLICATION FOR RECORDS RETENTION SCHEDULE

870813-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|---|--|--|-------------------------------|
| Application Date | 1. Agency Address Department of Transportation #2 Capitol Square Atlanta, Ga. 30334 Division of Administration Office of General Accounting | Application Number | 88-10 |
| Application Number | | Date Received AUG 13 1987 | Date Completed MAR 21 1988 |
| 2. Person to Contact Larry Andrews | | Working Title Acct. Tech II | Telephone Number 656-5241 |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest Latest 1986 Today | | 5. Records Series Title (followed by title used in office, if different) Department of Transportation Cash Receipts/Deposits File | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Division of Administration provides staff support to the Department in the areas of General Accounting; Audits and Fiscal Procedures; General Support Services. General Accounting is responsible for proper accounting of all Department funds and other duties as may be assigned by the Director of Administration. This office is divided into three different sections; General Ledger, Federal and State Aid Accounts, Payroll. Cash Receipts/Deposits: These are entered into the FACS Revenue Sub-System. On monthly basis assure that accounts are cleared and prepare reconciliation. Any question about monies received come to this office for verification. | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Cash Receipts/Deposits: This file consist of a copy of the deposit slip, cash receipt, back up documents, copies of checks occasionally and Revenue Facs forms which make up each deposit. Included are: File is arranged: These files are arranged in deposit number order, by bank accounts and dates of deposits. | | | |
| 8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>14</u> ; Seven to twelve months old <u>8</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>3</u> ? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>7 Cubic feet yearly</u> | | | |

| | | |
|---|---|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| X | | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| | X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| X | | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| X | | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? State Auditors Report |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| X | | j. Does the record series result in a computer printout? |

11. Retention Requirements The following requires the series to be kept:

| | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | 3 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 4 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Law: Requires project related cost accounting records must be retained 3 years after the fiscal or calendar year in which created. FHPM Volume 1 Chapter 6
 Administrative Need: In the event of unexplained credits, location of monies received.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,
 after final voucher is paid. 3/5/88
- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area; hold 1 _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 _____ year(s); then
- ☒ Destroy. NOTE: *
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

* Note:

These records cannot be destroyed until all audits are complete.

These instructions apply to all prior and future accumulations of the series.

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|--|---------|--|---------|
| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| James R. Martin | 8-10-87 | Martha B. Beck | 8/5/87 |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) | Date |
| | | State Auditor/Designee | 3-17-88 |
| | | Secretary of State/Designee | 3/15/88 |
| | | Attorney General/Designee | 3/15/88 |